

MIDB/BUSINESS OBJECTS ACCESS REQUEST PURCHASING UNIVERSE

A. REQUESTER INFORMATION

1. Employee Name (<i>Last, First, Initial</i>)		2. Employee ID
3. FACS Agency	4. Work Address	
5. Telephone Number	6. E-mail Address	

B. REQUESTED UNIVERSES

- The requester must indicate, and the Agency Security Administrator must verify, the needed access type from the list.
- "All universes are composed of information subject to the definition of "public record" under section 2(e)(i) and (ii), MCL 15.232(e)(i) and (ii) of the Freedom of Information Act, MCL 15.231 et seq."
- **Purchasing Access Most Agencies** includes all agencies with the exception of the Executive Office, Legislative and Judicial agencies.
- **Purchasing Access Statewide** includes all agencies.
- Choose either Most or Statewide access. Choices are mutually exclusive.
- Click in the selection box next to the required access.

Required Approval	Purchasing Access
CFO	Purchasing Access Most Agencies
CFO & OFM	Purchasing Access Statewide
Purchasing Access includes access to all of the universes listed below:	
Purchasing v6.1	
Reason for Requested Access	

C. AGENCY AUTHORIZATION SIGNATURES

I agree to protect my user ID and password from unauthorized use. All access under my user ID is my responsibility. All information I obtain with it shall be used only in the proper conduct of State business.

Requester's Signature	Date
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The requester **must** obtain the Supervisor and Agency Security Administrator signatures as well as the required authorization signatures for the requested MIDB access indicated in Section B.

Supervisor Signature	Date
MIDB Agency Security Administrator (ASA)	Date
Chief Financial Officer (CFO)	Date
Office of Financial Management (OFM)	Date

Please keep this document confidential.